

Dear EL/Title III Directors,

I am pleased to announce that Maria Silva is our new EL/Title III Consultant. Maria Silva was the Director of the Bilingual/ESL Programs in Detroit Public Schools and brings a wealth of experience in the areas of curriculum instruction and program development.

Below are several reminders and developments I'd like to share with you:

AMAO Updates: The Bureau of Assessment and Accountability (BAA) has completed calculating the final AMAO results and has notified districts of their status if it has changed. On December 5, Shereen and Maria are providing a mandatory webinar for districts that did not meet one of the AMAOs for two years or more. A separate notification will be sent to such districts. In the interim, these districts should start revising the District Improvement Plan (DIP) or SIP (for PSAs) to address the needs of ELs based on ELPA results. Subsequent to the webinar, we will conduct individualized desk reviews with each district to review their Title III section of their DIP/SIP prior to its submission to us via AdvancED by the consolidated application amendment deadline, January 13. Districts that did not meet an AMAO must mail letters to parents within 30 days of MDE's notification letters. Sample parent bilingual letters (English, Spanish, and Arabic) are available at this link:

http://www.michigan.gov/mde/0,1607,7-140-6530_30334_40078---,00.html

under the heading 'Resource Materials.'

Supplement not supplant: In order to meet the supplement not supplant federal Title III requirements as well as Lau versus Nichols, Title VI of 1964, each district must submit to MDE a description of the Alternative Language Program along with their consolidated application/Title III budget. Such document may be uploaded onto MEGS at the budget detail link by January 13, 2012 which is the consolidated application amendment deadline. I have attached a template that lists the necessary details with regards to the Alternative Language Program description. Feel free to use it or create your own.

WIDA Adoption: In preparation for adopting the WIDA standards, we have provided the MI Board of Education several documents that describe the WIDA standards, the gap analysis we conducted between the current ELPs and WIDA/TESOL, and other relevant information. You may find these documents at www.michigan.gov/ofs then scroll down to WIDA or click on:

http://www.michigan.gov/mde/0,1607,7-140-6530_30334_40078---,00.html

Following the MI Board of Education approval, we will roll out Train the Trainer workshops during the winter of 2013 followed by regional trainings at the ISDs and local districts. We will keep you apprised of the Board of Education decision and subsequent timelines.

Building local capacity: A Train the Trainer reunion meeting for all SIOP and BEW cohorts is taking place at Lansing Community Center-West on November 30. We will be sharing strategies on developing language and literacy skills of English learners. We thank you for supporting your trainers in attending the workshop so they can further develop their skill sets and be better prepared in building local capacity at your district. If you have candidates for the 2012/13 school year, the application is

attached. Applicants must include supervisor's approval and her/his letter of support. Please email all documents to my assistant, Linda Dancer at DancerL@michigan.gov by January 15, 2013. Please budget for the travel & possible 4-nights hotel expenses for your potential SIOP Train the Trainers. Title III is a good source for such learning experiences.

Data Quality: If you re-enter a LEP student into the bilingual/ESL program using MSDS, your data entry personnel must indicate a re-entry date for these students. This process will ensure accurate LEP definition for funding, assessment and accountability. Additionally, if you're receiving Title III funds, your data system and MSDS must include this information by choosing funding "Title III Language Acquisition program." Otherwise, your funding and federal reporting is adversely affected.

Every LEP/EL has to have complete information regarding funding participation. The choices in MSDS include the following-you may select one or more options:

6841 Title III LEP Program—if you receive Title III funds, your data entry personnel must select this option;

6842 Title III Immigrant-to be selected if you receive Title III Immigrant funds

8643 Section 41- should not be selected since this allocation was cut last year

8644 Locally funded English Acquisition- if you contribute only your local funds or contribute local funds in addition to Title III funds.(this should be selected in addition to selecting Title III)

Definition of Immigrant students: Ensure that all immigrant students who qualify for such definition are identified in your local data system and marked as such on the appropriate MSDS screens. Section 3301(6) of the ESEA defines immigrant children and youth as individuals who (A) are aged 3 through 21; (B) were not born in any State; and (C) have not been attending one or more schools in any one or more States for more than 3 full academic years.

Section 3301(14) of the ESEA defines State as each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico. Therefore, students who came from Puerto Rico or the District of Columbia do not qualify as immigrant.

Immigrant allocations have been loaded into MEGS+, so please check the system to see if your district qualified for the 2012/2013 school year. As you may know, districts qualify only if the average number or percent of immigrant students over the previous three years increases.

Tips for improving your Title III plan within your DIP:

1. Ensure your DIP includes objectives, strategies and activities for ELs; otherwise, your application will not be approved by an OFS consultant until your DIP is inclusive of these requirements. Your DIP can be revised and resubmitted onto MEGS+ by the amendment deadline which is January 13, 2013. Let me know when you're ready to resubmit your revised DIP in order to assist you in the process.

2. In your budget, provide a detailed description of what your district intends to fund with Title III (e.g. topics for professional development with number of days and participants, topics for parent engagement meetings, number of meetings and estimated number of participants, number of extended day weeks, days, hours, participating teachers and students, how the software you're

purchasing. This is true for each of the line items and function codes.

3. Align your budget with the DIP (SIP for PSAs) at the objective, strategies or activities levels in order to ensure your district's application is approved. Attached is the 'DIP for the Subgroup Protocol' and has good examples of objectives, strategies and activities for ELs.

4. Submit a description of the alternative language program as an indication that Title III is supplemental. I have attached a sample.

5. Include direct services to students **during the day** via collaborative teaching/push-in delivered by a bilingual/ESL certified and endorsed teacher and by paraprofessionals. Include additional support such as extended learning opportunities, use of technology, and summer program. Describe how the district will upgrade and improve the EL program including professional development, parent engagement, and how you will monitor and evaluate students' progress and growth in language and academic content.

6. Ensure that your split-funded staff keeps personnel activity reports (PARs). Samples are at the OFS website: www.Michigan.gov/OFS

7. **Standard Entrance & Exit Protocol:** The official statewide common Entrance and Exit Protocol for English Learners has been released through a memorandum from our Deputy Superintendent, Sally Vaughn. See web link www.michigan.gov/ofc
Scroll down to English Learner and Immigrant Programs then check the document under "What's new" or click on:
http://www.michigan.gov/mde/0,1607,7-140-6530_30334_40078---,00.html

8. **Resources:** All handouts from the Special Populations conference are available at:
www.michigan.gov/ofc
Scroll down to "current topics" or click on the link:
http://www.michigan.gov/mde/0,4615,7-140-6530_30334_51051-270726--,00.html

Your final Title III LEP allocations have been posted on the website at the following link:
http://www.michigan.gov/documents/mde/2012-13_Title_III_LEP_401894_7.pdf

Best Regards,

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